



Title: **How to: MSA Billing - Daily Routines & Reports**

Session: **M-3-0800**



Objectives

- Demonstrate how a bill is generated
- Describe daily routines for billing



Who and What We Bill

- MSA Bills
 - Patients
 - Insurance Companies
 - Other Federal Agencies
- Services Inside MTF
 - Inpatient
 - All Inclusive via DRG
 - Per Diem
 - Outpatient
 - Clinic Visits
 - Ancillary Services
 - DME/DMS
 - Immunizations
 - Dental Services
 - Ambulance Services
 - Anesthesia



How an MSA Bill Is Created

- Inpatient billing triggers
 - Patient is DISCHARGED
 - Record is CODED
- Outpatient billing triggers
 - Outpatient Visit is KEPT
 - Pharmacy Label is PRINTED
 - Laboratory Test is CERTIFIED
 - Radiology Exam is PERFORMED
 - Radiology Film is INTERPRETED/READ



How an MSA Bill Is Created (con't)

- Other Factors
 - Patient Category (PATCAT)
 - Family Member vs. Civilian Emergency vs. Intergovernmental (Coast Guard, VA, etc.)
 - TRICARE Prime Enrollee
 - No charge for inpatient stay
 - Rate Tables
 - CMAC, Immunization, Dental, Pharmacy, etc.
 - Location
 - Services in New York may cost more than same service in Kansas
 - MEPRS Codes/Clinics or CPT-4 Codes
 - Visits to certain clinics may not be charged
 - Some CPT-4 Codes have no rate



Inpatient Rate Calculation

- DRG rates calculated based on the medical coding
 - Coding produces a Diagnosis Related Group (DRG)
 - Every DRG has a Relative Weighted Product (RWP) assigned
 - DoD develops a Base Rate for each Inpatient Facility annually
 - Scenario: Woman delivers a single, term, live viable infant. Service performed at BAMC. Discharged after 2 days.
 - DRG: 775 Vaginal Delivery w/o Complicating Diagnoses
 - RWP: 0.3995
 - FY11 Base Rate for BAMC: \$14,725.86
 - Calculation: $\$14,725.86 \times 0.3995 = \$5,882.98 \leftarrow \text{Charge for Care}$
- Per Diem rates calculated based on length of stay
 - PATCAT determines if charge is Per Diem
 - Current Family Member Per Diem rate for FY11: \$16.85
 - Calculation: $\$16.85 \times 2 = \$33.70 \leftarrow \text{Charge for Care}$

Current FY Rates can be found at

<http://comptroller.defense.gov/rates/index.html> (Tab I)



Outpatient Rate Calculation

- Outpatient rate calculated based on medical coding
- Rates assigned to CPT-4 and HCPCS codes
- Each service rendered represented as a CPT-4 code
 - Evaluation and Management (E/M) codes
 - Laboratory Services
 - Radiology Services
 - Procedures
 - Immunizations
 - Durable Medical Equipment (DME)
 - Dental (CDT)
 - Anesthesia
- Prescriptions have rates assigned to the National Drug Code (NDC)



Bill Creation

- Each line item must match medical coding data
- Discrepancies/questions addressed with coders
 - Changes in coding must be complete prior to manually altering a bill
- Manual bills created for “missed opportunities” such as...
 - Incorrect PATCAT, expired benefits, etc.
 - Visit data must be compiled from the various modules
 - Ambulatory Data Module (ADM) for office visits
 - Lab Inquiry for Laboratory Tests
 - Exam Inquiry for Radiology Exams
 - Prescription History for Filled Prescriptions

More information on Manual Billing can be obtained from the DoD UBO User Guide at
http://www.tricare.mil/ocfo/mcfs/ubo/policy_guidance/userguide.cfm



Daily Routines

- Print Outpatient Itemized Billing Preview List
 - MSA → OIB → IBP
 - Lists outpatient accounts in “pending” & “billed” status (3- + 14-day hold)
 - Validate/verify each pending account
- Exclude any non-chargeable outpatient services
 - MSA → CFM → CLK
- Change status to “billed”
 - Avoids looking at same bill the next day
- Print current inpatient and outpatient bills from Nightly Processing Menu
 - MSA → NPM → PRT



Daily Routines (con't)

- Write off any non-chargeable inpatient services
 - MSA → CFM → CLK
- Clear Print Queue
 - MSA → NPM → CLQ
- Print, Review, Clear Notify Roster
 - MSA → MSR → NRR
 - Identifies accounts with issues that need correction such as bad/missing addresses, expired NDCs, etc.
- Reprint corrected bills
- Mail invoices



Summary

- MSA Bills depend on
 - PATCAT
 - Billing Triggers
 - Locality
 - Medical Coding
- Making a list of the Daily Routines will ensure all bills are generated and clean as possible



Q&A

- Questions?